



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **LAND & PROPERTY DEPARTMENT TERMS OF REFERENCE**

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# Islamic Republic Of Afghanistan Kabul Municipality



## 1. Department Purpose:

The Property Department is mandated to conduct the following:

- Valuate residential areas according to the rules and regulations set in the Kabul Master Plan for residential purposes of citizens of greater Kabul City, while fulfilling citizen's right home ownership. Though this it will increase Kabul Municipality's revenue through collecting property taxes and finally improving city services.
- Fix the rental of municipal properties in accordance with the provisions of the law.

## 2. Department Objectives:

- Distributes residential land plots according to the Kabul Master Plan.
- Fulfilling citizens' rights through sending official letters to the courts for issuing deeds, recording deeds and valuation of land and property forms.
- Collects taxes from properties.

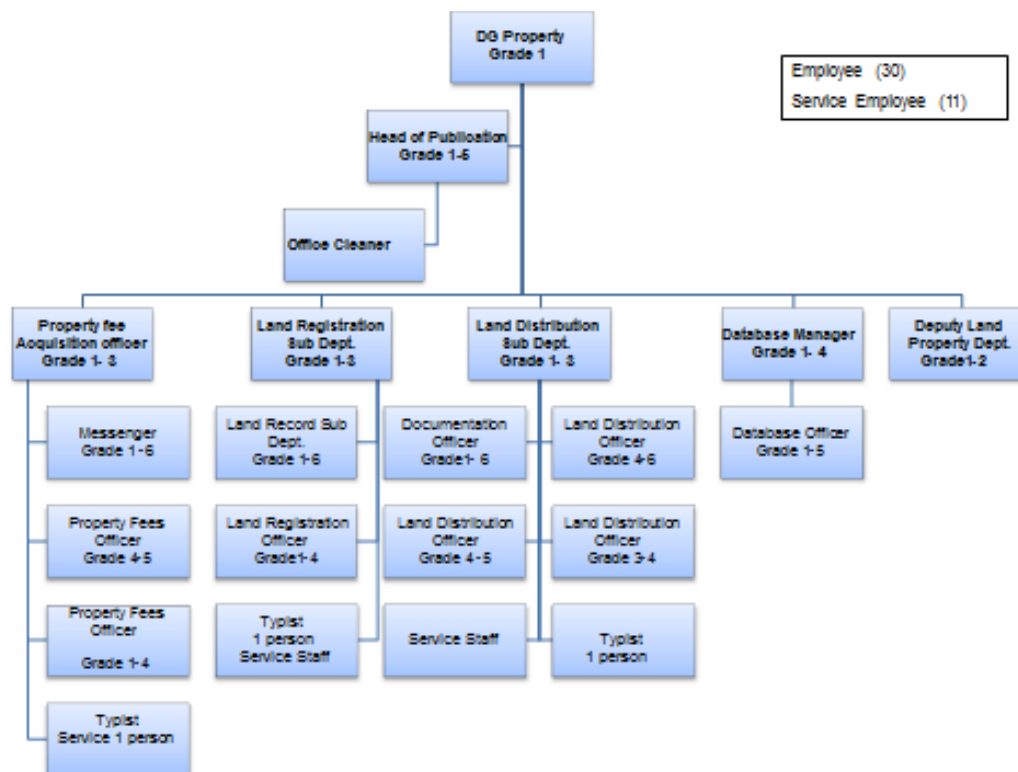
## 3. Department Scope and Responsibilities:

- Valuate residential houses according to the rules and regulations of the Islamic Republic of Afghanistan.
- Expropriates land in accordance with the provisions of the land expropriation law.
- Ensures that specific government property is handled and managed as efficiently/effectively as possible.
- Handles a variety of diverse property types such as residential, industrial and commercial.
- Develops work plan according Kabul Municipality plan for executing the work plan.
- Develops a department budget according to the KM's budget plan.
- Distributes land plots.
- Issues land deeds through the official courts.
- Transforms land ownership from one person to another.
- Resolves land conflicts according to the guidance from President and the Mayor of Kabul.
- Collects revenue from the transfer of land between citizens.
- Determine the location of slaughterhouse, regulate and supervise butchery-related /sanitation (in consultation with sanitation department)
- Implement the Mayors orders according Laws and Regulation

## 4. Department *Tashkil*;



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### 5. Reporting:

This department has a hierarchical relationship. This means that the lower level positions will report up, while the higher level officials will provide direction.

### 6. Liaison:

Land and Property Department cooperates with the Urban Planning department, Land Acquisition department, 22 Districts Offices, Publication, Policy and Coordination, Chief of Staff, Revenue, Financial and Administration and Construction Control Departments.

## Annexes

### Job Descriptions